

Meeting Date: 12-09-08

# AGENDA REPORT

Agenda Item #

MC-3

Santa Clara



City of Santa Clara, California



**DATE:** December 9, 2008  
**TO:** City Manager for Council Information  
**FROM:** Executive Assistant to the Mayor and City Council  
**SUBJECT:** City Council Committee List for Council Review

Attached is the current listing of City Council Committees that is submitted annually to allow the City Council the opportunity to fill any vacant positions and to make changes as needed.

Please review the list for any possible changes or appointments you might want to request for the 2009 calendar year. Please submit your comments to the Executive Assistant to the Mayor and City Council no later than Tuesday, January 6, 2009. The requests will be compiled and an agenda report from the Mayor with recommendations will be submitted for action at the January 13, 2009 City Council meeting.

A handwritten signature in cursive script that reads "Kimberly Green".

Kimberly Green  
Executive Assistant to the Mayor and City Council

APPROVED:

A handwritten signature in cursive script that reads "Jennifer Sparacino".

Jennifer Sparacino  
City Manager

*Documents Related to this Report:*  
*City Council Committee List*

# CITY OF SANTA CLARA

## COUNCIL COMMITTEE/AGENCY MEMBERSHIPS

### CITY COMMITTEES:

[City staff responsible for preparing and posting the agendas for the meetings.]

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1. AMERICANS WITH DISABILITIES ACT COMMITTEE:

Meets on quarterly beginning in March on the second Monday of the last month in the quarter except September when the meeting is on the third Monday. Meetings are held at 10:00 a.m. to 12:00 p.m. at various locations.

Members: Kennedy  
City Staff: Director of Public Works, Chair

**Established on September 29, 1992, to review accessibility issues, the Committee includes individuals and representatives from community organizations such as VIA Rehabilitation, Self Help for Hard of Hearing People, and the Adult Independence Development Center.**

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2. ARCHITECTURAL COMMITTEE:

Meets generally on the first and third Wednesday at 6:00 p.m. in the City Council Chambers.

Representative: Mahan  
Alternate: Kornder  
City Staff: Associate Planner or Assistant Planner

**Originally established in 1960 and reinstated as a Council Committee on January 21, 1986, the Committee, which includes two appointed members of the Planning Commission, reviews new development projects to encourage orderly and harmonious appearance of structures and property, maintains property and improvement values, and encourages the physical development as intended by the General Plan.**

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3. AUDIT COMMITTEE:

Meets on call; usually at 5:00 p.m. to 5:30 p.m. at City Hall.

Chair: Kennedy  
Members: VACANT  
McLeod  
City Staff: City Manager  
Director of Finance  
City Auditor

**Reviews the annual independent audit, Comprehensive Annual Financial Report and City Auditor's Annual Report. Meetings are attended with independent auditor, Vavrinek, Trine, Day & Co., LLP.**

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4. BICYCLE ADVISORY COMMITTEE:

Meets on the fourth Wednesday of January, March, June, August and October at 4:00 p.m. in the Inspection Division conference room.

Chair: Kennedy  
Alternate: Moore  
City Staff: Director of Public Works  
Traffic Engineer  
Police Department Traffic Sergeant

**Established on May 14, 1991, to explore developing safe bicycle lanes and routes on City streets. The Committee includes a representative from the Silicon Valley Bicycle Coalition and the Santa Clara Unified School District (revised 2/28/06)**

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5. CHILD CARE AND PRESCHOOL COMMITTEE:

Meets on call; usually at 5:30 p.m. in the east wing staff conference room. Contact: City Manager.

Chair: Kennedy  
Members: Caserta  
Kornder  
City Staff: City Manager  
Director of Parks and Recreation

**Reviews current issues, trends and regulations relating to child care locally, statewide and nationally. Discusses ways of improving child care within the City.**

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6. COUNCIL GOAL SETTING COMMITTEE:

Meets every two years, or when needed.

Members: Mahan  
Caserta  
McLeod  
City Staff: City Manager

**Established to develop a Goal Setting Program to identify overarching goals and action goals for a two-year period.**

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7. COUNCIL OFFICERS AND ELECTED FULL TIME EMPLOYEES PERFORMANCE/SALARY REVIEW COMMITTEE:

Meets on call; usually in the east wing staff conference room.

Chair: McLeod  
Members: Moore  
VACANT  
City Staff: City Manager  
Director of Human Resources

**Established in 1990, the Committee meets when needed to review the salaries/performance of the appointed positions of City Manager, City Attorney, and City Auditor and the elected full-time positions of City Clerk and Chief of Police. All other performance/salary reviews are conducted by the City Manager per the City Charter.**

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8. ETHICS COMMITTEE:

Meets on call.

Chair: Caserta  
Members: Kennedy  
McLeod  
City Staff: City Manager  
City Attorney  
City Clerk  
Chief of Police  
Fire Chief  
Ethics Advisor: Dr. Tom Shanks

**Consolidated Campaign Finance Reform Committee and Ethics Ordinance Committee by Council action on January 11, 2005. The Committee goal is to more fully implement the City's Ethics and Values program, including conducting a survey in partnership with Santa Clara University, and guiding the Ethics program to the next level.**

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9. FACILITIES NAMING AND HONORARY RECOGNITION AD HOC COMMITTEE

Meets on call at City Hall.

Chair: Caserta  
Members: Moore  
Kennedy  
Alternate: VACANT  
City Staff: City Manager

**Established May 6, 2003, as the result of the Council Goal Setting Program for 2003-05, to develop policies for naming of City facilities and recognition criteria for conferring honorary titles / recognition.**

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10. HOUSING REHABILITATION LOAN COMMITTEE:

Meets quarterly on the second Thursday of January, April, July and October at 8:00 a.m. at the Housing & Community Services Division Office.

Member: McLeod  
City Staff: Housing and Community Services Division Manager

**Established to review requests for services from eligible residents using funds from the Neighborhood Conservation and Improvement Program. The Committee includes one Council Member and three at-large representatives from the community.**

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11. MISSION CITY 21 COMMITTEE (Economic Development Task Force):  
Meets quarterly; usually at 5:30 p.m. in the Council conference room.
- Chair: VACANT
- Members: Caserta  
McLeod
- City Staff: City Manager  
Director of Planning and Inspection  
Director of Electric Utility  
Director of Finance  
Chamber of Commerce - Steve Van Dorn, President  
and General Manager of the Santa Clara Chamber of  
Commerce and Convention-Visitors Bureau

**Established October 24, 1995, to foster economic development by retaining business and industry and attracting new business enterprises. The Committee includes a representative from the Chamber of Commerce. The Business Outreach Program was implemented with specific City businesses/industries invited to attend Committee meetings. The Committee also meets annually with American Golf Corporation to review the status and progress of Santa Clara Golf and Tennis Club and will meet with the Convention Center Committee commencing June 2006.**

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12. NEIGHBORHOOD ENHANCEMENT COMMITTEE:  
Meets at a date and time as needed, meeting location typically in the Council conference room.
- Chair: Kennedy
- Members: Mahan  
Kornder
- City Staff: City Manager  
Deputy City Manager  
Director of Planning and Inspection  
Chief of Police

**Established in 1999 to identify and evaluate both residential and non-residential neighborhoods and implement measures for enhancement of these areas. "Neighborhood Connections" theme implemented. Fairway Glen and Scott Lane School neighborhoods participated in programs, as well as Haman Elementary School and the Habitat for Humanity homes; Observance of "One Day Pay - National Day of Voluntary Service".**

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13. POLICE ACTIVITIES LEAGUE (PAL):  
Meets second Wednesday every month at 7:00 p.m. in the Police Department Community Room, 601 El Camino Real.
- Council Liaison: Mahan
- Alternate: McLeod
- City Staff: PAL Executive Director and Chief of Police
- Founded and incorporated in 1970 as a nonprofit organization to provide a place where the youth of the City may enjoy educational and social benefits and athletic activities under competent supervision. The organization is managed by a board of directors comprised of volunteers.**

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14. SANTA CLARA SISTER CITIES ASSOCIATION:

Meets second Wednesday of every month at 7:00 p.m. at the Headen Inman House for Board meetings.

Member: Mahan  
Alternate: Caserta  
City Staff: Public Communications Manager

**The Santa Clara Sister Cities Association, an independent non-profit organization, assists the City in exchange activities with Coimbra, Portugal and Izumo, Japan -- Santa Clara's two sister-cities. The Council appoints a representative to serve as liaison to the Council.**

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15. SANTA CLARA UNIVERSITY LIAISON/NEIGHBORHOOD-UNIVERSITY RELATIONS COMMITTEE (NURC):

Meets annually at the beginning of the academic year on a Monday at 7:00 p.m., alternating between the Council Chambers and Santa Clara University.

Chair: Mahan  
Members: McLeod  
Caserta  
City Staff: City Manager  
Director of Planning and Inspection  
Code Enforcement Technician  
Chief of Police

**Established in 1990 to review student housing issues (formerly Student Housing Committee). Established a forum for on-going communication and problem solving among City officials, neighborhoods, property owners and Santa Clara University officials and students. Santa Clara University/City Liaison Committee and NURC were combined because of the similar topics that the two committees cover. One NURC meeting will be held per year (at the beginning of the academic year) for neighborhood issues.**

**The STAFF TASK FORCE meets two to four times per year, with staff to determine the make-up of the Task Force.**

**In June 2006, Council approved an additional Task Force, CITY-NEIGHBORHOOD FORUM that meets two times per year, as needed; to be chaired by the Mayor (or City Council Committee Member) to hear neighborhood concerns. The City Manager will assign a staff member to take meeting notes and refer any action items back to the City Manager.**

**A UNIVERSITY-CITY SUBCOMMITTEE comprised of NURC City Council Members, University officials and City Executive Team Members will meet as needed.**

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## AREA WIDE/OUTSIDE AGENCY COMMITTEES:

[Outside agency responsible for preparing and posting the agendas for meetings.]

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### 1. AIRPORT NOISE ADVISORY COMMITTEE:

Meets the second Monday of every month, from approximately 6:00 pm to 8:00 p.m. at 1732 N. First Street, 6<sup>th</sup> Floor, Neil Armstrong Conference Room

**Contact:** Airport Noise Office (408) 501-0956.

Member: Kornder

Public Member: Steve Schick

Alternate: Lyle Johnson

City Staff: Director of Planning and Inspection/Associate Planner

City Staff Alternate(s): Associate Planner - Yen Chen  
Assistant Planner

**Advisory body to the San Jose City Council and the Director of Aviation regarding Airport noise and curfew related issues and to provide a public forum for Airport policies and decisions.**

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### 2. ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) (GENERAL ASSEMBLY):

Meetings held twice a year, Spring and Fall, from approximately 9:00 a.m. to 3:00 p.m. at various locations. **Contact:** ABAG (510) 464-7900.

Member: VACANT

Alternate: Caserta

City Staff: City Manager

**Established in 1961 to protect local control, planning for the future and promoting cooperation in area-wide issues.**

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### 3. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA):

Meets the first Wednesday of the month at 1:30 p.m. at the BAWSCA office, 155 Bovet Road, San Mateo. **Contact:** Arthur R. Jensen (650) 349-3000.

Member: VACANT

City Staff: Director of Water and Sewer Utilities

**Established February 2003 to allow the City to have a greater voice in planning and funding of improvements in the Hetch-Hetchy regional water supply system.**

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### 4. CITY/MISSION COLLEGE LIAISON COMMITTEE:

Meets on call; usually at 4:30 p.m. in the east wing staff conference room, or at Mission College. **Contact:** Mission College President's Secretary (408) 855-5123 or City of Santa Clara City Manager's Office Executive Assistant to the City Manager (408) 615-2210.

Chair: Caserta

Members: Mahan

Moore

City Staff: City Manager

Director of Planning and Inspection

**Established on-going communication and review of joint programs with Mission College. The Mission College President and two board members participate on the Committee.**

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5. CITY/SCHOOL LIAISON COMMITTEE (Santa Clara Unified School District):

Meets on call; usually at 7:30 a.m. at Mariani's Restaurant. Contact: Executive Assistant to the City Manager (408) 615-2210 or SCUSD Superintendent (408) 983-2006.

Chair: Caserta

Members: McLeod  
Kornder

Alternate: VACANT

City Staff: City Manager  
Director of Parks and Recreation  
Chief of Police  
Director of Planning and Inspection

**Established on-going communication and coordination of joint projects/programs between City officials and SCUSD officials. The School Board representatives and School Superintendent are members of the Committee.**

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6. EMERGENCY PREPAREDNESS COUNCIL (EPC):

Meets quarterly in February, May, August and November on the first Thursday of the month at 11:45 a.m. at the Sheriff's Auditorium, 55 West Younger Street. Contact: Santa Clara County Office of Emergency Services (OES) (408) 299-3751.

Member: Kennedy

City Staff: Gene Sawyer, Emergency Services Coordinator  
/Fire Department

**The County Code identifies the Emergency Preparedness Council as the policy group for the Santa Clara County Operational Area (OpArea) and also the County's disaster council. The EPC oversees and evaluates the County OES performance as the OpArea coordinator. The EPC membership is comprised of fifteen cities and a County representative.**

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7. GRAND BOULEVARD TASK FORCE/EL CAMINO REAL:

Meetings are held on the 3<sup>rd</sup> Wednesday of the month on a quarterly basis (March, January, September, December) from approximately 10:00 a.m. to 12:00 p.m., alternatively held at the SamTrans Auditorium in San Carlos and at the City of Santa Clara Council Chambers. Contact: Joint Venture Silicon Valley Network/Peninsula Policy Partnership, Lisa Bruner [bruner@jointventure.org].

Member: Mahan

Alternate: Moore

City Staff: Director of Planning and Inspection or City  
Planner (Support for Mayor at Task Force level)  
Associate Planner - Yen Chen

**Member and alternate appointed by Council on February 21, 2006. First meeting was held March 2006. Joint Venture Silicon Valley Network/Peninsula Policy Partnership formed the Task Force for the purpose of looking for ways to raise the status of the El Camino Real to a world-class boulevard with special attention to the aesthetic, safety and interjurisdictional issues.**

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8. GUADALUPE/WEST VALLEY FLOOD CONTROL AND WATERSHED ADVISORY COMMITTEE:

Meets quarterly in February, May, September and November on the second Wednesday of the month at 1:30 p.m. at the Santa Clara Valley Water District, 5700 Almaden Expressway, San Jose. Contact: Santa Clara Valley Water District Clerk of the Board (408) 265-2607 extension 2557.

Member: Kennedy  
Alternates: Director of Public Works  
Principal Engineer - Design

**Reviews existing Santa Clara Valley Water District policies, projects and activities related to flood control and makes recommendations to the Board of Directors. Committee members are appointed for a 2 year term. (Formerly Central/North Central Flood Control Zone Advisory Committee - named changed in April 2002).**

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9. MODESTO-SANTA CLARA-REDDING PUBLIC POWER AGENCY (MSR):

Meets third or fourth Wednesday every other month at 12:00 noon at the Navigant Consulting Offices, 3100 Zinfandel Drive, Suite 600, Rancho Cordova. Contact: Navigant (916) 631-3237 or JoAnn Snyder, Administrative Assistant to General Manager (209) 526-7436.

Member: VACANT  
Alternates: Mahan  
City Manager  
Director of Electric Utility  
Electric Division Manager - Steve Hance  
Electric Division Manager - Mike Pretto

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10. MONTAGUE EXPRESSWAY TASK FORCE: - INACTIVE

Meets monthly at County Government Center, 10<sup>th</sup> Floor Conference Room, 70 West Hedding Street, San Jose. Contact: Roads and Airport Operations (408) 573-2482.

Representative: VACANT  
City Staff: Director of Public Works

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11. NORTHERN CALIFORNIA POWER AGENCY (NCPA):

Meets fourth Thursday every month, usually 9:30 a.m. at rotating NCPA Cities (half in Roseville). Contact: NCPA (916) 781-4202.

Member: VACANT  
Alternate: Mahan  
City Staff Alternates: City Manager  
Director of Electric Utility  
Electric Division Manager - Steve Hance  
Electric Division Manager - Mike Pretto

12. RECYCLING AND WASTE REDUCTION COMMISSION OF SANTA CLARA COUNTY (RWRC):  
Meets on the fourth Wednesday of even numbered months at 5:15 p.m. at the Santa Clara County Offices at 1555 Berger Dr., San Jose, Bldg 2, Conf. Room 181, unless otherwise noted. Per diem of \$50 per meeting, 1 meeting per month. Contact: Integrated Waste Management (408) 441-1198.

Member: McLeod  
City Staff: Director of Streets and Automotive Services

**Established per requirements of the California Integrated Waste Management Act of 1989 (AB 939) and subsequent amending legislation in order to coordinate and provide input to the countywide solid waste management program. Membership appointed through the City Selection Committee of Santa Clara County Cities' Association.**

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13. SAN FRANCISCO BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY:  
Meets third Thursday of the month at 7:00 p.m.; location varies. The Authority is a parallel organization with the Bay Area Water Supply and Conservation Agency (BAWSCA). Contact: Arthur R. Jensen (650) 349-3000.

Member: VACANT  
City Staff: Director of Water and Sewer Utilities

**Established February 2003 to allow the City to have a greater voice in planning and funding of improvements in the Hetch-Hetchy regional water supply system.**

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14. SAN JOSE/SANTA CLARA CLEAN WATER FINANCING AUTHORITY:  
Meets annually at 5:00 p.m. in May or June at San Jose City Hall, 200 East Santa Clara Street, San Jose, Room 7-1352, 13<sup>th</sup> Floor. Contact: City of San Jose Finance Administration (408) 535-7016.

Members: Mahan  
VACANT  
City Staff: Director of Water and Sewer Utilities

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15. SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE:  
Meets second Thursday every month at 4:30 p.m. at San Jose City Hall, Environment Services, 10<sup>th</sup> Floor, Room 1047 (if there are other meetings, this group would meet last). Per diem of \$100 per meeting. Contact: Santa Clara Water Pollution Control Plant (408) 945-5300 or (408) 945-5313.

Members: Mahan  
Moore  
Alternate: McLeod  
VACANT  
City Staff: Director of Water and Sewer Utilities

**Reviews and advises the City of San Jose City Council on all issues relating to the operation and capital improvement of the San Jose/Santa Clara Water Pollution Control Plant.**

16. SANTA CLARA COUNTY CITIES' ASSOCIATION (SCCCA): Contact: SCCCA (408) 730-7770, 505 W. Olive Ave. Suite 630, Sunnyvale, CA 94086-7632.

A. BOARD OF DIRECTORS:

Meets second Thursday every month at 7:00 p.m. at Sunnyvale City Hall.

Member: Mahan  
Alternate: Kordner

B. CITY SELECTION COMMITTEE:

Meets as needed at 6:45 p.m. at Sunnyvale City Hall.

Member: Mahan  
Alternate: Kornder

**Established to promote cooperation among the fifteen cities of Santa Clara County and to promote legislative action that will affect local control.**

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17. SANTA CLARA COUNTY COMPREHENSIVE EXPRESSWAY PLANNING STUDY POLICY ADVISORY BOARD (PAB):

The Council Committee Member appointment was made at the October 23, 2007 Council Meeting at the request of the Santa Clara Board of Supervisors, it will be for approximately one year. The initial meeting is scheduled for Wednesday, January 30, 2008 at 5:30 p.m. at the Board of Supervisors Chambers, County Government Center, 70 West Hedding Street, San Jose. Meeting schedule to be determined at that time.

Contact: Michael Murdter, County of Santa Clara, Director of Roads and Airports (408)573-2438

Member: McLeod  
Alternate: Kennedy  
City Staff Alternates: None

**The Santa Clara County Comprehensive Expressway Planning Study policy Advisory Board (PAB) will provide a forum for policy input from elected officials for updating the Expressway Study's Implementation Plan originally adopted in August 2003.**

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18. SANTA CLARA VALLEY TRANSPORTATION AUTHORITY (SCVTA):

A. BOARD OF DIRECTORS:

Meets first Thursday of month at 5:30 p.m. at the Board of Supervisors Chambers, 70 West Hedding Street, San Jose (per diem of \$50 per day). Contact: SCVTA (408) 321-5773.

Members: City of Santa Clara Council Member Caserta  
(group 2) Position includes Group 2 Board  
Standing Committees  
City of Los Altos Council Member  
Town of Los Altos Hills  
City of Mountain View  
City of Palo Alto Council Member  
City of Sunnyvale Council Member

Technical Advisory Committee:

Member: Director of Public Works  
Alternate: Director of Planning and Inspection

**Sets VTA policy; establishes committees to give advice on policy matters and provide in-depth review.**

TRANSIT PLANNING AND OPERATIONS COMMITTEE: (TP&O)

Generally meets monthly on the third Thursday of every month at 4:30 p.m. unless otherwise posted, at the VTA River Oaks Campus, 3331 N. First Street, Room B-104, San Jose.  
Contact: SCVTA Board Secretary 408-321-5773.

Member: Caserta

**Reviews policy recommendations pertaining to transit planning, transit capital projects, transit operations, and marketing. This is a standing sub-committee of the VTA Board of Directors.**

B. CALTRAIN POLICY ADVISORY BOARD [Established by VTA Board of Directors on 1/7/99] Meets at SCVTA Offices, 3331 North First Street, San Jose. Contact: SCVTA (408) 321-5773.

Member: *[see below]*  
City Staff: Traffic Engineer

**Ensures that local jurisdictions are involved in guiding the planning, design and construction of projects in the Caltrain corridor. According to the SCVTA Board Secretary on January 3, 2007, this Board has not met since November 14, 2001. SCVTA has no scheduled meetings for this Board and there are none planned for the future. If there is a need to reconstitute this Board, SCVTA will contact each of the represented cities to request new appointments.**

C. POLICY ADVISORY COMMITTEE:

Meets second Thursday of month at 4:00 p.m. in Conference Room B-104, VTA Office, 3331 First Street, San Jose. Contact: SCVTA (408) 321-5773.

Member: Kornder  
Alternate: McLeod

**Ensures that all jurisdictions within the County have access to development of VTA's policies.**

D. SILICON VALLEY RAPID TRANSIT CORRIDOR (BART) POLICY ADVISORY BOARD:

Meets quarterly at 3:00 p.m. at the Milpitas City Hall. Contact: Maria Marinos (408) 321-5773.

Member: Kornder  
City Staff: Director of Planning and Inspection  
Alternate: Associate Planner - Debby Fernandez

**Established by the VTA Board of Directors on January 11, 2001, to replace all previous policy committees associated with the "Fremont-South Bay Corridor" (BART) to review the progress of the upcoming Major Investment Study/Environmental Impact Report.**

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19. SANTA CLARA VALLEY WATER COMMISSION:

Meets quarterly on the fourth Wednesday of month at 11:30 a.m. at the District Headquarters, 5750 Almaden Expressway, San Jose. Contact: Santa Clara Valley Water District Clerk of the Board (408) 265-2600.

Member: Kennedy  
Alternates: Director of Water and Sewer Utilities  
Deputy City Manager

**Established by the Santa Clara Valley Water District Board of Directors to review and advise on issues relating to water supply and water pricing.**

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20. SILICON VALLEY ANIMAL CONTROL AUTHORITY (SVACA):

Meets on the fourth Thursday of every other month beginning in January at 4:00 p.m. at 2324 Walsh Avenue, Santa Clara 95051. Contact: Heidi at (408) 764-0350.

Members: Kennedy  
Alternate: Mahan  
City Staff: City Manager  
Assistant City Manager  
Lieutenant, Police Department

**Established in 2000 to provide animal control field services and shelter services for the participating cities. The Board is comprised of three members representing the participating cities of Santa Clara, Campbell and Monte Sereno.**

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21. **SOUTH BAY DISCHARGERS AUTHORITY:** Per diem of \$50 per meeting. Meets on call annually; usually at San Jose City Hall. **Contact:** City of San Jose Environmental Services Director (408) 277-5540 or (408) 945-3070.

Member: Mahan  
Alternate: Caserta  
City Staff: Director of Water and Sewer Utilities

**Established in 1973 for the more efficient disposal of treated sewage through jointly owned disposal facilities (Joint Powers Agreement between the cities of San Jose, Santa Clara, Sunnyvale and Palo Alto - Treatment Plants). Currently inactive.**